**INDEX**

1. **Objectives and scopes**
2. **Principles**
3. **Travel Organization and Follow-up**
	1. **Trip planning and travel approval policy**
	2. **Passport and Visas**
	3. **Medicines and Vaccination**
	4. **Travel expenses**
	5. **Credit cards**
	6. **Travel insurance**
4. **Services**
	1. **Air Travel**
	2. **Train**
	3. **Cars**
	4. **Use of airport parkings**
	5. **Taxi**
	6. **Hotels**
	7. **Meals**
5. **Annexes**
	1. **Travel Claim Form**
	2. **Hotel and meals rates table**
6. **Objectives and scopes**

This policy applies to all CORDS employees, Board Members and Network Members undertaking CORDS duties. It also applies to independent consultants working under a contractual relationship with CORDS, and persons specifically invited by CORDS headquarters to participate in CORDS sponsored events.

CORDS recognizes that travel and other expenses will be incurred from time to time to further the CORDS mission. The purpose of this policy is to ensure that adequate management controls are in place, travel and other expenditures are appropriate, and to provide a uniform and consistent approach to reimbursement of authorized expenditures incurred.

1. **Principles**

CORDS expects prudence, discretion, and good judgment with respect to travel and entertainment expenses, consistent with the CORDS charitable purpose.

It is CORDS’ policy to only reimburse ordinary and necessary expenses actually incurred.

1. **Travel Organization and Follow-up**
	1. *Trip planing and travel approval policy*

All travel on behalf of CORDS must be approved in writing (this can include fax or e-mail) by the CORDS Executive Director. Generally, unless agreed otherwise, travel will be arranged by CORDS Executive Assistant through a defined Travel Agency (Jesmond Travel as of September 2012).

* 1. *Passport and Visa*

CORDS employees who travel internationally are responsible for ensuring that their passport is current with at least six months validity and three blank visa pages. CORDS will reimburse passport-processing costs.

CORDS will also pay the costs of obtaining a business visa when required. Travelers are responsible for ensuring that they are in compliance with the visa requirements of the country being visited and obtaining a visa if necessary prior to departure.

* 1. *Medicines and Vaccination*

In case of mandatory vaccination and/or malaria prophylaxis in the context of a business travel, the cost of such expenses will be covered for CORDS employees with the agreement of CORDS Executive Director and upon submission of receipts to the Executive Assistant.

* 1. *Travel expenses*

CORDS Executive Assistant will check the accuracy of invoices and other documents before paying or accepting them.

Individuals must submit their expense claim to the CORDS Executive Assistant within 30 calendar days of trip completion with all supporting documentation - see attached expense claim template.

For each expense, a detailed description on the amount, date and location, names and business relationship of attendees must be provided.

Travelers must submit detailed receipts and travel itineraries for all expenses equal to or greater than €20; (credit card slips or statements that do not show the detail of the charge are not sufficient). Scanned or faxed receipts are acceptable.

Any foreign currency expenses should be accounted for based on the rates appearing on the credit card statement, which should be submitted with the original receipts. In the case of cash expenses, foreign currency should be translated at the rate at which currency was exchanged as evidenced by an exchange receipt. If a receipt is not available, the rate in effect on the date the expense was incurred as per [www.oanda.com](http://www.oanda.com) should be used. If any other rate is used, for example if funds are withdrawn from an ATM, appropriate support for the rate, such as an ATM receipt or bank statement, should be provided.

* 1. *Credit cards*

CORDS employees are expected to use the CORDS corporate credit card for all CORDS travel where it is accepted. If personnel do not hold a corporate credit card or the card is not accepted, a combination of the supervisor’s corporate card and a personal card may be used.

The corporate credit card must not be used for any personal expenses. Minor expenses incurred in conjunction with a business expense (e.g. a movie at a hotel, where the hotel charge is business, but the movie is personal), can be charged, but such expenses must be reimbursed to CORDS together with the expense report submission.

* 1. *Travel insurance*

CORDS will arrange an annual travel insurance policy for its employees.

Board members, Network members, independent consultants and conference participants are responsible for the cost of their insurance.

1. **Services**
	1. *Air Travel*

CORDS headquarters will minimize costs by making reservations as far in advance as is practical. Quotations for the travel will be requested to the designated Travel Agency (Jesmond Travel as of September 2012) and the cheapast fare will be selected (unless in case of transit superior of 3 hours). Every effort should be made to avoid last minute changes that could significantly increase costs. Every extra request (like early seat-reservations or preferences) will not be covered by CORDS. Non-reimbursable flights will be booked, unless there is good reason to expect the flight may need to be cancelled or changed. Personnel may accumulate frequent flyer miles, but these should not unduly influence the decision as to which airline to patronize.

**Travel must be taken in accordance with the specifications in the funding agreement. (**For example, if a CORDS funder has specified that it will only fund economy class travel, then all travel for the funded project must be economy class.)

If funding permits, business class travel is allowed for international flights exceeding five (5) hours of contiguous air time.

For participants in CORDS sponsored events, class of travel will be at the sole discretion of the CORDS Executive Director.

Reasons for ticketing changes, which result in a charge to CORDS, should be documented in the expense report. Charges as a result of changes for non-business reasons are not reimbursable.

* 1. *Train*

Employees/consultants are encouraged to use the most economical transportation appropriate to the circumstances.

First class train fare is not permitted. Business class can exceptionally be allowed for travels in Europe and upon approval by CORDS Executive Director.

* 1. *Cars*

When a personal automobile is used on CORDS business, CORDS will reimburse at the French fiscal allowance mileage rate, the individual being responsible for insurance coverage, maintenance, fuel and other automobile expenses. A Google map, mapquest or similar should be provided with the expense report to support the mileage claimed.

* 1. *Airport Parkings*

It is recommended to favor long-term parkings.

Besides, for any trip to Lyon airport, it is strongly advised to use the Rhône Express connecting Lyon Part-Dieu to St Exupéry Airport in 30 minutes (26euros both ways).

* 1. *Taxis and ground transportation*

CORDS will reimburse the transportation costs in the home country to the airport upon submission of receipt.

In respect of ground transportation, personnel should use courtesy shuttles when available, and public transit or taxi when not, considering both efficiency and cost.

For CORDS sponsored events, CORDS headquarters will generally arrange and cover travel from the arrival airport to the meeting/hotel venue.

* 1. *Hotels*

For CORDS sponsored events, CORDS headquarters will book appropriate accommodation at competitive rates. If accommodation has been arranged by CORDS, and an individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by CORDS. Reimbursement shall not be made in the case where CORDS was still required to pay for the original lodging despite it not being used, or for transportation between the alternative lodging and the meeting site.

For non-CORDS sponsored events, CORDS will reimburse the traveler at the single room rate for reasonable expenses of lodging. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual’s itinerary should be considered in determining reasonableness. Personal membership of a frequent-stayer program should not unduly influence the decision.

*4.7 Meals & Incidental*

**Meals**

Business meals (breakfast, lunch and dinner) are defined as the cost of food and beverage (including taxes and tips) consumed in-town or away from home with other business-affiliated individuals, or consumed alone while traveling on CORDS’ business. Meals for non-business guests are considered personal expenses and will not be reimbursed.

CORDS will reimburse business meal expenses based on actual receipts. In case CORDS employees invite guests for a business meal, the receipts must mention the names of the invitees and their organization. CORDS expects personnel to keep expenses within reasonable boundaries, and, with limited exceptions, within the daily maximum per person listed below. If the maximum is exceeded, an explanation should be documented and approved through the expense report mechanism. Any over-limit meal amount will be considered a personal expense; if reimbursement is sought, a specific approval is required by the Executive Director.

The daily maximum includes any daily combination of meals, beverages (non-alcoholic and alcoholic), tax and tip, taken as a part of a business meal. It does not include evening drinks and entertainment type expenses.

The daily maximum is equal to the per diem for the first 60 days, calculated to exclude the hotel component, as determined by the United Nations for the city/country visited, and found at: <http://apps.who.int/bfi/tsy/PerDiem.aspx>

CORDS will not pay any reimbursement in instances where a group meal(s) is provided, covered by conference or registration fees, or any other instances in which the traveler does not have to pay for a meal.

**Telephone**

##### Reasonable local and long-distance calls are reimbursed for all personnel if they relate to CORDS’ business.

##### In addition, personal calls of reasonable frequency and duration are reimbursed to CORDS employees to help the employee stay in touch with family*.*

##### Personal calls made by individuals other than CORDS employees are not eligible for reimbursement.

**Non-Reimbursable Expenses**

In general, expenditures of a personal nature, unreasonable or excessive expenses and those not specifically related to the conduct of CORDS business are not reimbursable.

CORDS will not reimburse:

* Expenses associated with local, home country travel for non-CORDS, network purposes. The cost of such travel is the responsibility of the networks.
* Usual cost of travel from home to the usual work-place and parking at the usual workplace. (Expenses incurred for business travel purposes over and above the usual commuting cost will be reimbursed.)
* Additional travel expenses for spouse, dependent or other traveling companion, unless traveling for a bona-fide, CORDS-related, business purpose.
* Personal travel and entertainment added onto the business travel (e.g. side trips to visit places of interest in the area during or after the business trip)
* Travel expenses if the purpose of the trip is primarily personal with a small amount of business activity carried out. Only the expenses specifically related to the business portion will be reimbursed.
* Airline/train/car rental upgrades outside of pre-approved travel
* Costs of business clothing
* Entertainment not directly related to or associated with a business purpose.
* Gifts/gift cards
* Expenses in any category that could be considered lavish or extravagant.
* Excess baggage charges, unless required by CORDS.
* Health club/spa services (e.g. massages, manicures, personal trainers, etc).
* In-flight telephone charges unless critical business need or emergency.
* In-room movies.
* Laundry, if travel is for less than four consecutive days.
* Loss or theft of luggage and/or personal contents or property.
* Magazines, books, newspapers and subscriptions unless for business purposes.
* Non-compulsory insurance coverage.
* No-show/late cancellation charges for airplane, hotel or rental car service unless valid business reason.
* Out of pocket expenses submitted more than 90 days after they were incurred.
* Parking citations.
* Personal entertainment, including golf and sporting events.
* Personal toiletries, postage, postcards, souvenirs, etc.
* Social club dues and membership fees.
* Tourist visa.
*

23 October 2013